Health & Safety Documentation

Method Statement

Client	*Gary Fletcher (Surfacing) Ltd*
Address	*Generic Documentation*
Date	*15/11/2016*
Prepared By	*C L Brown / J Sanders*
Designation	*External Safety Advisors*

Policy Review Record For Method Statement Sheets

The Company Policy for Health and Safety Including for Method Statements were first issued in this format:

REVISION NUMBER	DATE	DETAILS	APPROVED BY	TITLE	SIGNATURE
00	27-03-2006	Revision 0	Gary Fletcher	Managing Director	
01	17-10-2007	Revision 1	Gary Fletcher	Managing Director	
02	23-09-2009	Revision 2	Gary Fletcher	Managing Director	
03	31-10-2010	Revision 3	Gary Fletcher	Managing Director	
04	17-11-2011	Revision 4	Gary Fletcher	Managing Director	
05	20-05-2012	Revision 5	Gary Fletcher	Managing Director	
06	20-11-2012	Revision 6	Gary Fletcher	Managing Director	
07	19/11/2013	Revision 7	Gary Fletcher	Managing Director	
08	25/11/2014	Revision 8	Gary Fletcher	Managing Director	
09	10/11/2015	Revision 9	Gary Fletcher	Managing Director	
10	26/01/2016	Revision 10	Gary Fletcher	Managing Director	
11	15/11/2016	Revision 11	Gary Fletcher	Managing Director	

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Authorised Signature: *C L Brown / J Sanders* **Print:** C L Brown / J Sanders

Date: 15/11/2016

Client:-

Gary Fletcher (Surfacing) Ltd

Site Address:-

Generic Documentation

Surfacing Works (Bituminous Materials)

1. Sign in at site office on arrival to site if required.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Sweep clean or jet wash clean existing surface to be laid upon.
5. Apply a bituminous emulsion adhesive to a clean surface prior to laying of materials.
6. Hot materials to be supplied in insulated vehicles.
7. Materials to be tipped into wheelbarrows from rear of supply lorry.
8. If the above (Item 7) is not applicable, then material shall be tipped upon a hard clean surface and sheeted to keep material hot.
9. Materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
10. Materials to be laid to required levels and depths leaving no areas with standing water.
11. Materials to be compacted using a double drum pedestrian vibrating roller or single drum pedestrian vibrating roller where areas are not accessible by double drum roller, at a minimum temperature of 80 ºc.
12. All debris to be cleared and areas to be swept clean at the end of each day.
13. Traffic management to be removed at end of works.

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Surfacing Works with Paving Machine (Bituminous Materials)

1. Sign in at site office on arrival to site if required.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Sweep clean or jet wash clean existing surface to be laid upon.
5. Apply a bituminous emulsion adhesive to a clean surface prior to laying of materials.
6. Hot materials to be supplied in insulated vehicles.
7. Materials to be tipped into paving machine directly from supply lorry.
8. If the above (Item 7) is not applicable, then material shall be tipped upon a hard clean surface and sheeted to keep material hot.
9. Materials shall be disbursed to paving machine by mechanical means i.e. mechanical shovel.
10. Materials to be laid to required levels and depths leaving no areas with standing water.
11. Materials to be compacted using a double drum pedestrian vibrating roller or single drum pedestrian vibrating roller where areas are not accessible by double drum roller, at a minimum temperature of 80ºc.
12. All debris to be cleared and areas to be swept clean at the end of each day.
13. Traffic management to be removed at end of works.

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Block Paving to Hard Margin

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Excavate existing to expose kerb race and deposit all spoil into designated skips.
5. Excavate for and replace any missing kerb race with a minimum of 150mm of concrete, all spoil to be deposited into designated skips.
6. Key kerbs to be laid upon a bed of mortar or concrete and haunched.
7. Edgings to be laid upon a minimum bed of 100mm of concrete and haunched.
8. Infill the hard margin with a minimum of 150mm of concrete and level prior to laying of block paving.
9. Block paving is then laid upon a screeded sand bed or bedded upon and pointed with mortar (subject to specification).
10. All blocks to be cut using a block cutter.
11. Kiln dried sand is then swept into all joints and voids.
12. All debris to be cleared away at end of each day.
13. Remove traffic management when works are complete.

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Block Paving to Carriageways

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Materials to be stored as near to works as possible if site conditions permit.
5. Breakout ironworks prior to laying of sand.
6. Remove any temporary ramps and deposit all spoil into skips.
7. Distribute laying sand by either mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
8. Sand to be raked out level and compacted using a vibrating plate.
9. The sand is then screeded allowing us to lay block paving upon a level surface using a herringbone pattern with straight and uniform lines, block paving to be distributed by mechanical means i.e. forklift or by manual means i.e. block barrows.
10. All blocks to be cut are cut by using a mechanical block splitter.
11. When a sufficient area has been laid the blocks will then be compacted by use of a vibrating plate.
12. Kiln dried paving sand is swept over the area then another pass with the vibrating plate to ensure all voids are filled.
13. All debris to be cleared and swept away and put into skips at end of each day.
14. When works are completed traffic management will be removed.

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Kerb and Edging Replacements

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Excavate kerbs or edgings by use of compressor.
5. All excavated materials to be deposited into designated skips at end of each operation by mechanical means i.e. mechanical shovel.
6. If above performed by manual method the items are to be broken down into small sections – lifting not to exceed 20kg.
7. Replace or relay kerbs / edgings to new line and level by mechanical means if required.
8. Surround replacement with concrete.
9. When using a rotary cutter disc to trim/cut kerbs and edgings ensure that the cutting disc is in a good serviceable condition (that has been correctly fitted by a suitably qualified person) and equipped with water suppression systems that delivers a minimum flow rate of 0.5 litres per minute. The water supply may be from either a mains supply or a pressurised water bottle. Wear suitable dust mask equipped with a P3 type filter.
10. All debris to be cleared and swept away at end of each day.
11. Remove traffic management when works are completed.

Please note:-

1. When isolated kerbs are to be changed use mechanical lifting where practical. On lengths of 8 no or more mechanical means must be used.
2. Packs of kerbs must not be stacked more than one high before removing the banding/plastic packaging.
3. Take care to place packs evenly along the working area and ensure that they are a safe distance from trenches.

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Adjustment of Ironworks

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Excavate existing tarmacadam / concrete from around ironworks to be adjusted and deposit into designated skips.
5. Remove frame and lid and clean off surface replace any damaged brickwork if necessary.
6. Raise ironworks upon a mortar bed and if required engineering bricks.
7. Surround framework with concrete.
8. Ramp ironwork with cold asphalt.
9. All debris to be cleared away at end of each operation.
10. All debris and spoil to be cleared away at end of each day.
11. Remove traffic management at end of works.

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Reinstating Works to Drives, Footpaths and Carriageways

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Excavate damaged areas of tarmacadam and deposit into designated skips.
5. Deep excavated areas to be fenced off to the public until area resurfaced, all joints and raised ironwork to be ramped with cold asphalt.
6. Sweep clean or jet wash clean existing surface to be laid upon if required.
7. Apply a bituminous emulsion adhesive to a clean surface prior to laying of materials.
8. Hot materials to be supplied in insulated vehicles.
9. Materials to be tipped into wheelbarrows from rear of supply lorry.
10. If the above (Item 7) is not applicable, then material shall be tipped upon a hard clean surface and sheeted to keep material hot.
11. Materials shall be disbursed to laying areas by mechanical means i.e. mechanical shovel or by manual means i.e. wheelbarrows.
12. Materials to be laid to required levels and depths leaving no areas with standing water.
13. Materials to be compacted using a double drum pedestrian vibrating roller or single drum pedestrian vibrating roller where areas are not accessible by double drum roller, at a minimum temperature of 80 ºc.
14. All debris to be cleared and areas to be swept clean at the end of each day.
15. Traffic management to be removed at end of works.

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Speed Humps / Ramps

1. Sign in at site office on arrival to site.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Excavate existing tarmacadam and hardcore if required to half of the proposed ramp as to keep access and egress.
5. Construct half of ramp (type subject to specification).
6. Excavation or newly laid ramp to be fenced off to prevent any accidents if needed to be completed next day.
7. All excavated materials to be deposited into designated skips at end of each operation.
8. Area of works to be kept clean at end of each day.
9. Area of works to be swept clean and all spoil removed from site at end of works.
10. Remove all traffic management at end of works.

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Milling and Planing Works

1. Sign in at site office on arrival to site if required.
2. PPE to be worn as required.
3. Traffic management to be set up prior to starting works.
4. Using mechanical milling machine plane off to the required depth.
5. Lorries located adjacent machine to load material as a continuous operation (banksman required).
6. Mechanical sweeper to follow operation.
7. Remove traffic management at end of works.

Client:-

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Tool Cleaning Operations



INTRODUCTION:-

- This documentation must be read and understood by all supervisors and operatives working on behalf of Gary Fletcher (Surfacing) Limited.
- The intention is that everyone has a clear understanding of how tools are cleaned when contaminated with tarmac and what equipment is to be used.
- No one should deviate from the procedures as set out within this document; in the event that the procedure cannot be followed, operatives must consult their immediate supervisor.
- The equipment to be used is listed within the document and in the unlikely event that any item is out of stock or that when arriving on site you do not have all the equipment, the shortfall must be brought to the attention of senior management before work commences.
- Any breaches of the procedure will lead to the offender or even the whole gang being disciplined.

ITEM CHECKLIST:-

- Prior to leaving the yard - the gang will check that the vehicle is carrying a suitable quantity of bio-diesel for the shift.
- The following items must also be carried in the vehicle:

1. The bio-diesel will be transported in a metal Gerry can
2. A second container or bucket in which to decant the bio-diesel
3. Drip tray
4. A round headed brush
5. Fire extinguisher – dry powder
6. Goggles
7. Oil resistant gloves
8. Funnel
9. Spill Kit.

PROCEDURES:-

- The container for the bio-diesel will be a metal Gerry can and should be marked bio-diesel for easy recognition. The container will be transported on the back of the pick-up secured in an upright position. As other fuels may be carried on the vehicle, care should be taken to ensure there is no cross contamination.

- When setting up on site, select a suitable area for washing off tools, firm level flat ground, not near any manhole cover, road gully or other type of ground mounted access point.

- You may have to move the equipment as you lay the tarmac so you will have to select more than one location throughout the shift.

- If you are working on the public highway you should never leave the equipment unattended, however you may have to increase your precautions to take into account others, e.g. always be sure you have the means to protect the washing area, carry safety barriers and a safety sign - no smoking or naked flames.

- The product you are using is not highly flammable, however in the right circumstances anything will burn, no naked lights or smoking is permitted within 5 metres of the equipment.

- Place the container you will decant the bio-diesel into to clean the tools into your drip tray with your spill kit to hand. Before you commence to pour the bio-diesel put your PPE on - gauntlet gloves and eye protection.

- Never overfill the container - use only sufficient amounts of bio-diesel to enable the tool to be cleaned, it may not be possible to totally submerge the tool due to its size or construction.

- Using the road head brush wash down and away from yourself, to minimise contamination to you or your clothing.

- Allow your tool to drip into the container before you re-use it.

- Spillages must be cleaned up as soon as they happen, never allow the bio-diesel to flow off into the ground down a footpath or into grass verge.

- By only using minimum amount there should be less bio-diesel to decant back into the Gerry can at the end of the shift.

EMERGENCY PROCEDURES:-

In the event of contamination to you or your clothing you must undertake basic hygiene practices before continuing to work. Wash any affected skin and remove any contaminated clothing, in adverse weather conditions it is advisable for one member of the gang to do the cleaning and they wear a wet suit to protect their normal clothing. Spillages must be attended to immediately, the spill kit should when used be returned to the yard - a replacement obtained and the used kit left at the yard from where it will be transferred as a waste product, never leave a used spill kit on site.

RESOURCES:-

In addition to normal equipment, operatives will wear goggles and oil resistant gloves when cleaning tools.

INSPECTIONS:-

The gang leader will visually check all equipment and will report to his supervisor if any equipment is not fit for purpose.

Gary Fletcher (Surfacing) Limited
Birch House, Callywhite Lane, Dronfield S18 2XR
Telephone: 01246 419525

RAMS ACCEPTANCE

I hereby confirm that I have read and understand the above documents.

	Name	Signature	Date
1			
2			
3			
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Client:-

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SAFE WORKING PROCEDURE FOR EXCAVATIONS

1. **Introduction:-**

   This procedure is to be followed by all Drivers and Supervisory Staff responsible for organising work.

   This procedure is to be read in conjunction with Risk Assessment No: E004 / E005.

2. **Personnel Consideration:-**

   - Drivers must be competent and have attained a CPCS Plant Operators card.
   - Excavators should be accompanied by a Banksman, particularly when buried services are anticipated.
   - Drivers and operatives must wear reflective clothing and appropriate Personal Protective Equipment.

3. **Equipment Requirements:-**

   - Excavators shall be selected to ensure that they are working within their limitation and are fit for the intended task.
   - Excavators shall be fitted with flashing beacons.
   - Personal Protective Equipment will include safety helmets, ear defenders, reflective clothing and safety boots.
   - If working on a public road or highway ensure that the machine is insured and complies with road traffic regulations.

4. **Material Requirements:-**

   - When loading excavated materials, care must be taken to ensure sufficient safe clear working space is available on the far side of the vehicle being loaded, to prevent injury or damage to passing personnel or vehicles from falling debris .

5. **Environmental Considerations:-**

   - Ensure adequate ventilation around excavator to prevent build of poisonous exhaust fumes.
   - If using impact power hammers it will be necessary to screen off the workplace to reduce nuisance levels and flying debris to neighbouring properties etc.

6. **Detailed Procedure:-**

   - Ensure the presence of underground services is known and the driver advised of their presents and location.
   - Location by hand dug trail holes is essential prior to commencement of mechanical excavation.
   - Mark all overhead services with suitable temporary warning structures (poles and bunting, scaffolding etc.) and inform driver of their size and nature.
   - Ensure when excavating that bucket does not get within 5m of overhead electricity cables.
   - Wear Personal Protective Equipment.
   - Use of a Banksman to assist in the careful locating and supporting of underground services.

- When loading excavators from trailers ensure it is carried out on level ground and ramps are long enough and strong enough to allow a safe angle of descent.
- Tracked excavators should be unloaded onto sleepers to prevent damage to metalled road surfaces.
- Secure workplace from unauthorised access by members of the public or vehicular traffic by installing protective barriers or suitable traffic management.
- Make sure trenches are suitably shored and suitable working space is available to prevent excavators from getting too close to trench sides.
- Use buffer stops to prevent machinery from getting too close to the edge of the excavation.
- Do not allow unauthorised use of the excavator. When not in use, park up safely with bucket and/or backactor on the ground, remove ignition key and lock vehicle.
- Do not travel alongside or park adjacent to trenches when men are working in them.
- Avoid turning on slopes to reduce the risk of overturning.
- Do not carry passengers on any part of the excavator.
- Do not use the bucket as a makeshift work platform.
- Do not use the excavator as a crane.
- Avoid jumping down from the excavator; climb down using access steps provided and using the three point of contact system.
- Do not force the excavator to do more than it is capable of. This can cause it to become unstable.